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for Disadvantaged Adults. Eleventh Revised
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ABSTRACT

Consultants and staff of the Appalachian Adult Education Center developed coping skills categories based on extensive work with adult basic education programs and in public library services for disadvantaged adults. The coping skills categories are subject areas in which most adults need information to cope effectively with the problems of everyday living. Adult educators can use the categories as a checklist for the information needs of the client or community, as a tool for assessing a library's collection, as categories for shelving a special collection of coping skills materials, and as subject areas for instructional programs. The categories are displayed in outline form. (Author/PF)



LIBRARY SERVICE GUIDES

*Appalachian
Adult
Education
Center*



COPING SKILL CATEGORIES

AREAS OF INFORMATION NEED FOR DISADVANTAGED ADULTS

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U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
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EDUCATION
1234 E. STREET, N.W.
WASHINGTON, D.C. 20004

COPING SKILLS CATEGORIES

The Appalachian Adult Education Center defines coping skills as the abilities (1) to recognize an everyday problem as an information need, (2) to locate information in the problem area; (3) to process and integrate the information; and (4) to apply the information toward solving the problem.

Consultants and staff of the AAEC developed coping skills categories based on extensive work with adult basic education programs and in public library services for disadvantaged adults. The coping skills categories are subject areas in which most adults need information to cope effectively with the problems of everyday living. Information in these areas is particularly needed by undereducated, disadvantaged adults, who need help from adult education programs and from public libraries to develop effective coping skills.

The adult educator and the librarian can work together to determine the needs of disadvantaged adults in the community, and to provide instruction and materials to meet those needs.

Adult educators and librarians can use the coping skills categories in several ways:

- (1) as a checklist on which the individual client can indicate needs and interests; (2) as an instrument for surveying the needs of disadvantaged adults in the community as a group; (3) as a tool for assessing the library's collection for gaps in the coping skills areas; (4) as categories for shelving a separate collection of coping skills materials for easy retrieval by disadvantaged adults; and (5) as subject areas for instruction and special programs.*

11th Revision
August, 1974

Appalachian Adult Education Center
Morehead State University
Morehead, Kentucky 40351
(606) 784-9229

AGING

- Aging Process
 - Emotionally
 - Mentally
 - Physiologically
- Care of the Aged in the Home
- Death
- Funerals
- Nursing Homes & Rest Homes
- Programs, Organizations, & Agencies for the Aging
- Retirement
 - Activities & Recreation
- Benefits
- Education
- Employment
 - See also Jobs, Occupational Information*
- Housing
- Planning
- Wills

CHILDREN

- Adolescence
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- Child Abuse
- Child Development
- Child Health Care
 - See also Health, Disease Information, Health, How to Select and Obtain Health Services*
- Child Rearing
- Development of Verbal Skills
- Discipline
- Drop-out Prevention
- Emotional Problems in Children
 - See also Health, Mental Health; Family, Conflict, Family, Crisis*
- Foster Care
- Gifted Children

Playing With Your Children
Premature Babies
Raising Children Alone
Retarded Children

See also Health, Retardation Prevention, Health, Prenatal Care
Selection of Child Care Facilities
Sex Education

See also Family, Sexual Relations
Success & Failure in School
Teaching Children to Handle Emergencies
See also Home, Safety Planning

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Citizen's Responsibilities
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Social Action
Voting, Vote Buying
Community Hazards
Community Organizations, Resources and Services
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Licensing Bureaus
Police
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Public Library Services
Referral Services
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Emergency Services

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Zoning

Street Gangs

EDUCATION

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Vocational & Technical

How to Apply to Educational Institutions

How to Study

How to Take a Test

Locating Information

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Educational Loans, Scholarships, & Assistance Programs
Educational Programs for Adults
GED, High School Equivalency Diploma

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Brothers & Sisters: Sibling Relationships
Common Law Marriages
Divorces & Separations
Extended Family: Cousins, Uncles, Grandparents, etc.
Family Conflict

See also Children, Emotional Problems in Children
Family Crisis

See also Aging, Death

Identifying Strengths and Weaknesses in the Family
In-Laws
Marriage Roles
Sexual Relations
Unwed Parents

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Fortune Telling
Gambling
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Handicrafts
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HEALTH

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Birth & Genetic Defects
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Heart
Hypertension
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Dental Care
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Disease Prevention
Cancer
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Exercise
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Fertilization and Sterility
Sterilization
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Health Costs

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Home Remedies, Medicinal Herbs

How to Select & Obtain Medical Services

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Physiology of Lifting

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Home Management

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Food Preparation: Canning, Freezing, Cooking

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Owner's Liabilities & Responsibilities

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Home Accidents, Poisons, etc.

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Assessing Your Own Skills, Talents, and Interests

Career Planning

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Distinguishing Between Good & Bad Jobs: Facilities, Fringe Benefits, Hours, Wages

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Employer's Responsibilities

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See also Understanding Self & Others, Dealing with Discrimination, Legal Rights, Civil Rights

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Workmen's Compensation

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Food
Furnishings and Accessories
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Consumer Rights: Gypping
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Discount Store Buying
Farm Equipment Purchases
Food Stamps

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Insurance

Burial Insurance

Disability Insurance

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Investing Money

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Loans: Borrowing Money

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Mail Order Catalog Buying

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Adjustment to the Neighborhood

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013

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Taking Directions

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Ethnic Studies

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Getting Along with Others, Interpersonal Relationships

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Dealing with Criticism

Dealing with Discrimination

Dealing with Unwanted Advances

Fighting Fairly

Getting Acquainted

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Meeting People

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Living Alone

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Neighbors

Personal Adjustment

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Personal Problem Solving

Respecting the Ideas and Beliefs of Others
Self-esteem

Self Evaluation

Self Understanding

Sensitivity to Yourself and Others

Sexual Relations

See also Family, Sexual Relations

Sportsmanship

Suicide

Superstition

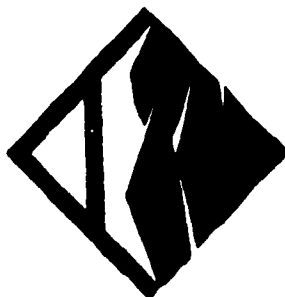
Understanding What Makes Me the Way I Am: Heredity & Environment

Women's Liberation Movement

See also Jobs, Working Women

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Appalachian Adult Education Center
Bureau for Research and Development
Morehead State University, UPO 1363
Morehead, Kentucky 40361
(806) 784-9229 (806) 783-3111

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